



VOLUNTEER POSITION

Foster Program Manager

Reports To: President/Development & Operations Manager

Time Commitment:

This is a position that can primarily be done from the comfort of your own home. The time commitment varies, but the average is 5 hours a week. We are currently asking for a minimum six month commitment for this position.

Duties:

- Tag animals from partnered shelters for fosters
 - Must be able to maintain great relationships with partners
- Manage Trello Foster Plea board (includes monitoring email for pleas)
- Oversee and manage volunteer Foster Onboarding Team (Currently 1 person)
- Oversee and manage volunteer Adoption Application Review Team (Currently 1 person)
- Re-start & manage the Foster Facebook group to get fosters interacting with Program Manager, Onboarding team, Adoption application team & eachother. Post urgent foster pleas.
- Ensure fosters get all supplies needed
- Ensure foster families have provided bio and photos within 5 days
- Attends meet and greets if foster does not feel comfortable doing alone or if adoption needs to be completed on-site
- Set up training for foster animals, if needed
- Send finalized adoption information to Database Coordinator & adoption photos to Social Media Coordinator

Qualifications:

- Must have a love for animals and a passion for making a difference!
- Positive attitude that will make fostering fun and our fosters feel confident!
- Good communication skills we are expecting weekly communication with our fosters and your own team.
- Basic computer skills as this job is primarily done from home on a computer

Additional Information:

We have a lot of goals and plans for this year and we need a solid foster program to make it happen. We are expecting our Foster Program Manager to tend to all of these duties very

diligently like any paid position. We are hoping that you can help us in achieving our goals and making a BIG difference in the lives of homeless pets!

If you are interested in this volunteer position, please email info@demisanimalrescue.com letting us know why you are interested and why you feel you would be a good fit.